

**DISTRICT POLICIES AND  
OPERATING PROCEDURES**

**LAND O'LAKES DISTRICT  
ASSOCIATION OF CHAPTERS**

**BARBERSHOP HARMONY  
SOCIETY**

**March 25, 2020**

# LAND O'LAKES DISTRICT

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## **Revision Record - Last page**

Revised & approved - March 25, 2020

# **LAND O'LAKES DISTRICT**

## **Statements of Policy and Operating Procedures**

*The Land O'Lakes District Association of Chapters of SPEBSQSA, Inc., adapted Statements of Policy and Operating Procedures pursuant and subject to the District ByLaws. This restatement is dated March 25, 2020*

### **ARTICLE I**

#### **HOUSE OF DELEGATES**

##### **1.01 Delegates**

All Delegates, as defined in the ByLaws, Article IV, must be members in good standing of an LO'L District Chapter other than the Frank Thorne Chapter.

##### **1.02 Quorum**

A quorum for the transaction of business by the House of Delegates shall be 30% of the Delegates or alternates.

##### **1.03 Motions**

All resolutions and motions other than procedural motions shall be in writing.

##### **1.04 Voting**

A majority of the votes cast at a validly constituted meeting shall be required to carry a motion. A Delegate shall have only one vote even though may qualify in two or more capacities. Each Chapter shall be entitled to one vote regardless of the number of Delegates sent.

##### **1.05 Meetings**

The House of Delegates shall meet twice each year, in conjunction with the Leadership Academy and in conjunction with the Fall Convention (annual mtg).

### **ARTICLE II**

#### **ELECTED OFFICERS & BOARD OF DIRECTORS**

##### **2.01 Elected Officers**

The elected officers and Board of Directors of the District shall include

- President
- Executive Vice President
- Secretary
- Treasurer
- Vice President East Region
- Vice President Central Region
- Vice President West Region
- Immediate Past President

## **2.02 Duties - Refer to Article III - District Officer Job Descriptions**

### **2.03 Meetings**

All meetings of the Board of Directors shall be conducted in accordance with Robert's Rules of Order (current edition). The Board of Directors shall meet two times each year in conjunction with Leadership Training Academy and Fall Conventions, and such other meetings by video/conf as deemed necessary..

Infrequently, the need may arise for legislation to be addressed at times other than the regularly scheduled meetings. On such occasions, motions, discussion and voting may be handled via Email; and minutes of the proposed legislation, motions and voting outcome will be recorded and distributed in the normal manner.

### **2.04 Voting**

A majority of those voting at a validly constituted meeting, or by Email ballot, shall be required to carry a motion.

### **2.05 Disciplinary Powers**

The Board of Directors may impose such penalties under the circumstances and permitted by Society rules as to licensed or chartered Chapters which fail to comply with the District ByLaws or Statements of Policy, or Society regulations, or which violate or act inimically to the purposes of the Society.

## **ARTICLE III DISTRICT OFFICER JOB DESCRIPTIONS**

### **3.01 District President**

Duties and responsibilities include:

- Chief Executive Officer of the District.
- Chair all meetings of the District Board and House of Delegates.
- Establish annual goals and priorities of the District and is responsible for achieving them.
- Develop the district work plan with the assistance of the District Leadership team.
- Annually review all committees, confirm with and reappoint and/or appoint a new committee chair for all committees. In agreement with the chair, confirm all committee members prior to December 1<sup>st</sup> for publication in the District Directory
- Supervise and monitor all District Officers and Committee Chair who, in turn, are responsible to ensure District and Society programs are implemented at the chapter level.
- Maintain knowledge of all governing documents.
- Communicate with the District Officers to ensure activity progress in the interim between board meetings.
- Reports to the Society Board on plans and budgets and progress toward achieving goals.
- Participates in the District Presidents Council.

### **3.02 District Executive Vice President**

Duties and responsibilities include:

- Provide assistance to the President to establish goals & objectives for the year, as well as a

long term plan for the district.

- Maintain knowledge of all governing documents.
- In the absence of the President preside over the District Board and House of Delegates meetings.
- Assist President in recruitment and selection of committee chair.
- Serve as liaison with ADC and other subsidiary groups.
- Be knowledgeable of activities in other districts and identify projects for Land O'Lakes.
- Participate in the District Presidents Council.
- Attend scheduled meetings at Society Leadership Summit.
- Attend as a member all District Board and House of Delegates meetings.

### **3.03 District Secretary**

Duties and responsibilities include:

- Serve as recording and corresponding Secretary for the District.
- Maintain the District calendar and District documents.
- Issue Chapter show clearance & licenses; maintain a list of and publicize chapter shows in the Pitch Piper and district web site.
- Record and transcribe the minutes of all district meetings.
- Issue calls and agenda to District Officials at least 14 days prior to all duly called District meetings.
- Issue Official Call for the House of Delegates meetings held at Leadership Academy and the Fall Convention. Such notice sent to each LO'L Chapter 30 days prior to the meeting.
- Prepare minutes on all Board actions and send to the Board and District officials within 15 days following each meeting.
- Upon receipt from Hdqtrs on IRS 990 filings, Incorporation Renewal, Finance Review, the Secretary will advise the Region VP's of any delinquencies within their region.
- Distribute District Statements of Policy, Operating Procedures and District Directory to all District Chapters.
- Attend as a member all District Board and House of Delegates meetings.

### **3.04 District Treasurer**

Duties and responsibilities include:

- Chief Financial Officer of the District.
- Receive and deposit income and expense disbursements.
- Maintain financial records, analyze expenditures and is aware of State, Federal, and Province policies regarding non-profit organizations.
- Serve as Chair of the District finance committee which reviews policy & financial accounting.
- Prepare and present the District budget for approval.
- Prepare and submit appropriate financial reports to the District and Society.
- Attend as a member all District Board and House of Delegates meetings.

### **3.05 District Vice President(s)**

- a. East Region - Includes Division One and Packerland Divisions
- b. Central Region - Includes Southwest and 10,000 Lakes Division
- c. West Region - Includes Northern Plains Division



Duties and responsibilities include:

- Assist the District President in administering the District work plan through supervision of Chapter Advocates, their activities and personal contact with the chapters in their Region.
- Responsible for the selection, assignment and activities of the Chapter Advocates and insure reports are filed in a timely manner by the Chapter Advocates.
- Follow up with their chapters regarding IRS Form 990, Incorporation Renewal, chapter financial review, Canadian Revenue Agency and chapter show clearance reporting, SOCAN/ASCAP reporting.
- Participate in and promote attendance at chapter and district events, such as: Leadership Training Academy, Chapter officer installations, Chapter shows and contests.
- File activity reports on their activities.
- Attend as a member all District Board and House of Delegates Meetings.

### **3.06 Past District President**

Duties and responsibilities include:

- Duties as normally associated with the office or as further defined by the President.
- Serve as Credentials Chair for the Board and District House of Delegates meetings.
- Attend as a member all District Board and House of Delegates meetings.

## **ARTICLE IV DISTRICT DIRECTOR JOB RESPONSIBILITIES**

### **4.01 Director of Contest & Judging**

Duties and responsibilities include:

- Serve as Chair of the Contest & Judging Committee and appoint the committee members.
- Communicate and coordinate Society Contest and Judging policy within the District.
- Set up and administer contest entries on Barberscore.
- Organize and administer all contest judging activities within the District, and conduct the draw for order of appearance of each..
- Promote and handle all applications for judging candidates.
- Work with Director of Events to ensure contest venues have suitable sound and lighting to meet Contest & Judging requirements.
- Serve as District liaison with the Society C&J and attend C&J meetings as required.

### **4.02 Director of Events**

Duties and responsibilities include:

- Chair of the District Events Team as listed in District Policies.
- Responsible for the site selection, contract negotiation, budgeting and planning of the Fall Convention and contests.
- Maintain a 3 year schedule of District contests and publish on Web site.
- Review potential sites based on established prerequisites and present to the Board and House of Delegates for approval of District Convention site selection.
- Do site review and/or PreCon review of District Contest and Convention sites and provide assistance to Host Chapter committee members.
- Maintain a long range District convention rotation schedule.
- In cooperation with Region Vice President(s) arrange, conduct and oversee the Region

contest/festivals to include: venue, schedule and host chapter.

- Serve as District liaison with the Society Events committee,
- When performing these duties and responsibilities shall be reimbursed for travel and expenses incurred.

#### **4.03 Director of Chapter Support & Development**

Duties and responsibilities include:

- Serve as Chair of the Chapter Support & Development Committee.
- Responsible for coordinating, monitoring and maintaining an effective Chapter Advocate program and evaluating chapters in the district.
- Work with the Region Vice Presidents to coordinate the recruitment and training of Chapter Advocates.
- Coordinate the Chorus Coaching program and Take The Coaching To The Chapters.
- Coordinate the Standing Ovation program and maintain a list of certified Evaluators.
- Organize and coordinate the Quartet Schools and assign Coaches.
- Serve as District liaison with the Society committee.
- When performing these duties and responsibilities shall be reimbursed for travel and expenses incurred.

### **ARTICLE V DISTRICT PROPERTY**

#### **5.01 Ownership of Physical Properties**

The Officers are authorized to purchase such properties as are required upon approval by the Board of Directors. The rules governing use of such property shall require the approval of the Board of Directors. All property shall be under the supervision of the Secretary or designated agent.

### **ARTICLE VI REGIONAL BOUNDARIES**

**6.01 Boundaries** - The boundaries of the three Regions are defined as follows:

- A. East Region** - The south boundary being the WI/IL state line, west boundary being the Iowa state line. Then north including Prairie du Chien Hwy 60, 14 & 23 to Wisconsin Dells, then north on Hwy 13 to Ashland and east including the upper Peninsula of Michigan
- B. Central Region** - Minnesota and western Wisconsin. The south boundary being the MN/IA state line to South Dakota state line. The west boundary being the SD state line. The east boundary being Hwy 13 from Wisconsin Dells then north to Ashland. The west boundary being the South Dakota state line between Hwy 212 and Hwy 28 then Hwy 28 east to Sauk Centre, then north on Hwy 71 to International Falls, then north on Ontario Hwy 71.
- C. West Region** - Saskatchewan, Manitoba, North Dakota, northwestern Minnesota and western Ontario. The east boundary being Hwy 28 east to Sauk Centre then north on Hwy 71 to International Falls, then north on Ontario Hwy 71. The south boundary being the South Dakota state line and the US boundary of Saskatchewan and Montana. The west boundary being the west state line of North Dakota and west Province of Saskatchewan.

## **ARTICLE VII DIVISION BOUNDARIES**

**7.01 Boundaries** - The boundaries of the five Divisions are defined as follows:

**Division One** - Southern Wisconsin. The south boundary being the WI/IL state line, west boundary being the Iowa state line. The north boundary being from Prairie du Chien Hwy 60, 14 & 23 to Wisconsin Dells and east to Lake Michigan.

**Packerland** - Northeastern Wisconsin and upper Peninsula of Michigan, The west boundary being Hwy 13 & 80 from Ashland south to Hwy 23. The south boundary being Hwy 23 at Wisconsin Dells east to Lake Michigan.

**Southwest** - Southern Minnesota and southwestern Wisconsin. The south boundary being the MN/IA state line to South Dakota state line. The west boundary being the SD state line. The north boundary being Hwy 212 east to Hastings and Wisc Hwy 10 to Hwy 13. The east boundary being Hwy 13 to Wisconsin Dells. The south boundary being Hwy 23, 14 & 60 to Prairie du Chien.

**10,000 Lakes** - Northeastern Minnesota, central Minnesota and northwestern Wisconsin. The west boundary being the South Dakota state line between Hwy 212 and Hwy 28 then Hwy 28 east to Sauk Centre, then north on Hwy 71 to International Falls, then north on Ontario Hwy 71. The south boundary being Hwy 212 east to Hastings and Wisc Hwy 10 east to Hwy 13. The east boundary being Wisc Hwy 13 north to Lake Superior.

**Northern Plains Division** - Saskatchewan, Manitoba, North Dakota, northwestern Minnesota and western Ontario. The east boundary being Hwy 28 east to Sauk Centre then north on Hwy 71 to International Falls, then north on Ontario Hwy 71. The south boundary being the South Dakota state line and the US boundary of Saskatchewan and Montana. The west boundary being the west state line of North Dakota and west border Province of Saskatchewan.

## **ARTICLE VIII POLICY STATEMENTS**

### **8.01 Authority**

The Board of Directors is granted authority to adopt policies intended to provide guidelines, rules or regulations for the conduct of District and Chapter business, membership activities and relationships with the general public.

### **8.02 Amendments**

These Policies may be amended by the District Board of Directors by a two thirds vote of those present and voting at a meeting duly called, provided a quorum is present.

### **8.03 Amendment Procedure**

The Chair of the Governance and ByLaws committee shall present any known amendments or policy changes to the District Board by mail or Email at least 10 days before the meeting at which they are to be acted upon.

#### **8.04 Intent**

It is the intent of this grant of authority to provide flexibility in meeting changing conditions without the necessity of amending the ByLaws so long as such Policies are within the purview of the authority granted and do not contravene powers secured to the House of Delegates by Society Regulation or the District ByLaws.

#### **8.05 Sanctions**

The intentional disregard or abuse of such properly adopted Statements of Policy may be the basis for disciplinary action in accordance with these policies.

#### **8.06 Political participation**

*The following is the substance of a recommendation from the Society Laws & Regulations Committee, and is being included as an LOL District Policy.*

**A.** Chapters may not accept political advertisements in their show programs or other publications. Organizations (such as the Society) which are tax exempt under Section 501(c)(3) of the Internal Revenue Code are specifically prohibited by IRS laws, rules and regulations from engaging, in any substantial manner, in activities for carrying on propaganda, or attempting to influence legislation, or participating in any political campaign.

**B.** Society Statements of Policy specifically prohibits paid or unpaid appearances (performances) at political functions in support of a candidate.

**C.** By contrast, a chapter chorus (or quartet) may make an appearance at the opening ceremony for a political convention to sing the National Anthem (as a paid or unpaid civic activity), and/or to provide entertainment as paid performers (being careful not to include any material which could be considered to be partisan). We caution the chapter that its members (in uniform or otherwise identified as chapter/chorus members) should also enter and leave the hall as a unit, avoiding any appearance of being participants in the official convention activity -- other than as performers or entertainers. In this case, L&R believes the activity is permitted, so long as there is no suggestion of "endorsement" of candidate(s), party, or issue(s), and no favoritism is shown.

#### **8.07 Religious Holidays**

The Society and its Districts will not schedule barbershop events in conflict with significant religious holidays and observances.

#### **8.08 District Sponsored Events - Refunds**

It is the Policy of the Land O'Lakes District that purchases of registrations/tickets/etc., for any District Event such as District Conventions, Leadership Academy/Chord College, Quartet Schools, Division Contests, etc., shall be:

**A.** Transferable but not refundable within 30 days of the Event,

**B.** Refundable only due to health or accident of member, immediate family member and the request is made in writing to Host Chapter and/or Event Chair within 10 days of the end of the event.

**ARTICLE IX  
DOCUMENT RETENTION**

**9.01 Retention Schedule**

This policy is designed to ensure that the District records are maintained, or purged, in an efficient and effective manner. Permanent documents may be stored as hard copy, on computer compact disk, or flash drive memory stick.

- A. District Officers shall maintain permanent records as indicated below:
  - 1. The District Secretary shall maintain Articles of Incorporation, ByLaws, Policies (including original proposed Policy changes and effective date passed by the District Board of Directors, correspondence with the IRS, District Board minutes and District House of Delegates minutes.
  - 2. The District Treasurer shall maintain all IRS form 990's.
  - 3. The District Historian shall maintain records of all awards received by choruses and individuals within the district, including, but not limited to; District Champions, BOTY winners and Hall of Fame inductees.
  - 4. The District Bulletin Editor shall maintain copies of all district bulletins.
  - 5. The Director of Events shall maintain the history of district events.
  
- B. District Officers shall shred or otherwise destroy the following documents indicated below when those records are:
  - 1. Seven (7) years old:
    - a. District Treasurer: District financial statements, District budgets, bank statements, cancelled checks.
    - b. Director of Events: District events contracts.
    - c. Chair Financial Development: Harmony Foundation Inc contribution records.
    - d. District President: Presidents work plan.
  - 2. Four (4) years old:
    - a. District Auditor: supporting financial data, journals, vouchers, invoices, etc.

**ARTICLE X  
CHAPTERS - SHOW DATES, NEW LICENSED, SUSPENSION/REVOICATION &  
CHAPTER DISSOLUTION**

**10.01 Show Date Clearance**

- A. The District Secretary shall be responsible for granting and monitoring clearance for show dates as requested by chapters.
  
- B. No Chapter shall conduct a chapter sponsored show without first filing the Society form; APPLICATION FOR SHOW CLEARANCE, BMI & SESAC License (SOCAN for Canadian Chapters) with the District Secretary and receiving advance clearance. This to avoid any possible copyright infringement to the Chapter as well as any possible repercussion or potential litigation with BMI, SESAC, SOCAN.

- C. District Board approval is required for show requests on dates on which there are District official meetings, District schools and/or District contests.
- D. There are no restrictions on the number of shows on any given date, however, it is recommended that chapters who may draw from the same audience communicate with each other to avoid conflict of having shows on the same date.

### **10.02 Newly Licensed Chapters**

- A. Newly Licensed/Chartered Chapters shall be permitted to send up to 5 Chapter Officers to the Leadership Training Academy (LTA) and the tuition shall be waived on a one time basis.

### **10.03 Suspension/Revocation of Chapter Charter**

*The following is an excerpt from the Society Chapter License, Chartering, Suspension and Revocation Policy. The full document can be found on the Society Document Center.*

#### **A. Suspension of Chapter Charter**

Chapters shall be subject to suspension for failure to submit any of the following to the Society office within the time required:

1. Payment of any Society billing (including member dues and fees; insurance premiums; merchandise, supply, services, or other charges) within 30 days from the date of the billing.
2. US Chapters only, a copy of the Internal Revenue Service Form 990 required to be filed by the Chapter with the IRS be sent to the Society office by May 15 following the close of the tax year in question.
3. Any financial reports required of the chapter to be filed with the Society office within 15 days after the due date.
4. Copies of the annual report as well as the chapters Incorporation Renewal with the State or Province.
5. If the membership of a chapter remains fewer than eight (8) members for a period of 90 consecutive days, the Society office shall notify the District President, Executive Vice President and District Secretary and request assistance for the Chapter. The District shall take whatever action it can to assist the chapter including advice on disposition of assets and surrender of their charter should that be the desire of the Chapter.
6. If the chapter is unwilling to voluntarily dissolve or to maintain more than eight (8) members, the District shall advise Society along with a recommendation for suspension.
7. Any Chapter that has been suspended shall immediately lose all voting privileges and its chorus shall be prohibited from competing in any District contest.

#### **B. Revocation of Chapter Charter**

1. If, within 60 days after the suspension of a Chapter under item 1 above, the delinquent payment, report, or document has not been received in the Society office, the Society will send a note to each Chapter member by regular mail or Email explaining the suspension and pending Charter revocation.
2. If the Chapter remains at fewer than eight (8) members for a period of 270 consecutive days the Chapters Charter shall be automatically revoked, unless the Executive Director has granted a waiver to suspension/revocation.

#### **10.04 Chapter Dissolution**

*The following is an excerpt from the Society Chapter License, Chartering, Suspension and Revocation Policy. The full document can be found on the Society Document Center.*

In the event a Chapter decides to close and dissolve the following is to take place:

1. A special meeting of the membership shall be called for the purpose of acting upon the proposal to dissolve the Chapter. Notice of the meeting, stating the purpose of the meeting, must be given to each member of the chapter by mail or Email at least two weeks prior to the date of the special meeting.
2. At the meeting, provided that a quorum is present, two thirds of the members present and voting must adopt a resolution to dissolve the chapter and surrender the Society and Corporate charters.
3. The LO'L District President and the Society Executive Director must be notified that the Chapter is being dissolved, and the Chapter's Society Charter must be surrendered to the Society Executive Director.
4. U.S. Chapters shall pay all their outstanding bills and turn over all their remaining financial assets to the District. No exceptions are allowed. No funds may be donated or used for any purpose contrary to IRS regulations affecting the Society's tax exemption.
5. Canadian Chapters shall pay all their outstanding bills and turn over their assets to a registered Canadian charity. This may be another Canadian Chapter but it must be a Chapter that has properly Incorporated and established its charitable status under Canadian (or Provincial) law.
6. After satisfying all debts and obligations of the chapter, within thirty days after adoption of the resolution to dissolve, all remaining assets (risers, music, uniforms, etc) must be disposed of and turned over to the District in accordance with Article XI of the standard Chapter ByLaws.
7. All requirements of State or Provincial law dealing with corporate dissolutions shall be fully complied with and satisfied. Copies of all documents required to be filed with the governmental authorities shall be submitted to the Society Governance & ByLaws Committee for review and approval prior to filing the same with government authorities.
8. Upon receipt of governmental approval and acknowledgment of the filing(s), the Chapter shall promptly furnish copies to the Society office.
9. The dissolved Chapter shall file a final Corporate Tax return form (IRS form 990) or CRA (Provincial form T2) and send a copy to the Society Office.
10. The Chapter must notify the State (or Province) that it is no longer a viable Corporation and provide documentation of such to the District and Society office.
11. Upon completion and verification of the above the Society will remove the Chapter from its rolls.

**ARTICLE XI**  
**CHARTER NIGHT SHOWS**

**11.01 Participating Quartets**

Participating quartets, except for host chapter quartets, should be reimbursed for their expenses, but should not receive a fee for charter night shows. Each quartet member should be given free tickets and a guest for any such functions and/or afterglows.

**11.02 Master of Ceremonies**

The MC for charter night show should be selected by a committee from the sponsoring chapter, and should be a member of the Society in good standing or someone familiar with the aims, ideals, practices and language of barbershopping and capable of making an enthusiastic and successful presentation. A non-member MC should have advance approval of the District President.

**ARTICLE XII**  
**DISTRICT DUES**

**12.01 Membership Dues**

Each member of an LOL chapter shall pay such annual District dues as are established from time to time by the House of Delegates by a 2/3 vote of those delegates present and voting. Effective October 2019 District Dues are \$34.00 per member. Allocation of these dues is \$27.00 to District General Fund and \$7.00 to the District International Quartet and Chorus travel fund Policy 14.01, except that:

- A. New members are encouraged to take advantage of the EZ Dues enrollment which allows them to join at 50% of Society, District and Chapter dues.
- B. Youth (Y1) (No prior membership) New Youths with no prior Society membership must be under 26 years of age at date of enrollment, Society and District dues are waived for the first year of membership. There is a \$10.00 enrollment fee.
- C. Youth (Y2) (Youth members under age 26 at the effective date of renewal) are set at 50% of Society and District dues. District dues are payable in U.S. funds.

*Note: The Seniors reduced District Dues section was rescinded January 2013 and hereafter all Seniors will pay full District dues.*

**12.02 Multiple Membership**

District dues for persons holding membership in more than one chapter of the LOL District shall be collected and paid only by whichever chapter has the dues date earliest in the calendar year.



**ARTICLE XIII**  
**EXPENSES - ELECTED OFFICERS & DISTRICT COMMITTEES**

**13.01 Expenses allowed**

- A. Travel - \$ 0.30 per mile per itemized list of trips or actual cost of fare when using commercial carrier such as air, train or bus. NOTE: Commercial carrier fares must have prior approval by the District President.
- B. Postage, Telephone, Office supplies  
As documented by receipts.
- C. Hotel/Motel  
50% of prevailing Convention double room rate, or as further described below.
- D. All claims for expenses shall be submitted to the District Treasurer on standard District expense vouchers along with receipts.

**13.02 Elected Officers**

District elected Officers shall be allowed up to three (3) nights hotel at 50% of convention double room rate to all general and special meetings. This includes Board meetings held at Leadership Academy and Fall District Conventions and any special meetings called by the President. In addition, District officers shall be allowed such other actual expenses incurred in the proper discharge of their office as the district treasury permits and within the confines of the budget.

**13.03 District President**

The District President shall be allowed actual travel expenses and up to 4 nights lodging to attend the two (2) Society scheduled District President meetings.

**13.04 Executive Vice President**

The District Executive Vice President shall be allowed actual travel expenses and up to 4 nights lodging to attend Society scheduled meetings held at the Summit.

**13.05 Director of Contest & Judging**

The Director of Contest & Judging may elect to attend the Int'l Summer Convention and if so, shall be allowed actual travel expenses and 2 nights lodging to attend the C&J meetings held at the convention.

**13.06 Director of Chapter Support & Development**

The Director of Chapter Support & Development shall be allowed actual travel expenses and up to 4 nights lodging to attend one Society scheduled meetings.

**13.07 Events Committee**

The Director of Events, Contest Operations Manager and Stage Manager when performing their duties at the Fall District contests shall be allowed up to three (3) nights lodging at prevailing convention double room rate. Also such other expenses including travel as required to carry out the duties of the office.

### **13.08 Other District Committees**

Mileage expenses incurred in the discharge of the job and lodging as required and when approved by the District President.

## **ARTICLE XIV FUND DISBURSMENT**

### **14.01 Quartet & Chorus Travel**

Prior to each International Quartet and Chorus contest, the Treasurer shall distribute moneys for travel aid to:

- A.** Each quartet representing the District on the basis of \$.05 per air mile, and
- B.** Chorus(s) representing the District on the basis of \$.05 per air mile.
- C.** Money shall be disbursed from the District Quartet and Chorus Travel Fund. These distributions shall at no time exceed the balance of the fund, and in the event that such is insufficient to make a full distribution as set forth in this policy, said distribution shall be prorated based on the ratio that the number in each competing unit bears to the total number actually competing in all qualifying units.

### **14.02 LO'L Youth in Harmony Funds - General**

- A.** The District Treasurer shall set up a restricted account for funds designated for LO'L Youth in Harmony received from individuals, chapters, foundations, corporate, Parade of Checks, the LO'L District and from other sources.
- B.** The account shall be the Youth In Harmony Fund. This YIH Fund may "carry-over" from year to year.
- C.** No funds from this account are to be used for the District general fund. Contributions to this fund shall be payable to Youth In Harmony Fund.
- D.** YIH Financial Assistance procedure:
  - 1. Requests for financial assistance shall be submitted in writing to the LO'L District YIH Chair.
    - a. Requests for use in June through November must be received by April 15<sup>th</sup>.
    - b. Requests for use in December through May must be received by October 15<sup>th</sup>.
  - 2. Information on conducting a YIH event should be directed to the District YIH Chair.
  - 3. The YIH Chair should be kept informed of all YIH activities by Chapters.
- E.** Financial Assistance to LO'L District units is based on availability of funds and approval of the YIH Committee and Budget & Finance Committee as follows:
  - 1. Next Generation Invitational - \$500.00 to each Chorus
  - 2. Junior Quartet contest - \$200.00 to each Quartet
  - 3. Varsity (U25) Next Generation Invitational - subject to funds available.
  - 4. Varsity (U25) Quartet contest - subject to funds available
  - 5. District Youth Workshops/Festivals - subject to need and funds available.

6. Int'l Mid-Winter YIH program - subject to budget and funds available.
7. District Music Education Workshop/Festival - subject to need and funds available.

- F.** Sing Canada Harmony (SCH) is a Canadian charity that receives donations and awards scholarships in support of vocal music to Canadian individuals, schools and community groups.
1. Donations to Sing Canada Harmony can be sent direct to the Coordinator of SCH.
  2. Donations to Sing Canada Harmony received at the parade of checks shall be given to the SCH Chair.

#### **14.03 Harmony Foundation Contributions**

- A.** Payment of any District funds to Harmony Foundation shall be included in the District budget and approved by the Budget & Finance committee and District Board of Directors.
- B.** Pledge of any funds that exceed the budgeted amount must be approved by the Budget & Finance committee and District Board of Directors.
- C.** Contributions designated for the Int'l Mid-Winter Youth Chorus Festival (YCF) sponsorship from individuals, groups and/or parade of checks shall be retained by the Treasurer and accumulated until the proper time to send to Harmony Foundation along with identification that it is for a YCF sponsorship.
- D.** Harmony Foundation Donor Choice Program: Funds paid directly to Harmony Foundation the donor can designate a percentage to be returned to either the District or their chapter. Contact the District YIH Chair for further information.

## **CHAPTER ADVOCATES & COMMITTEE JOB DESCRIPTIONS**

### **ARTICLE XV**

#### **CHAPTER ADVOCATES**

##### **15.01 Chapter Advocates**

The District Vice President of each Region in conjunction with the Director Chapter Support & Development shall appoint Chapter Advocates within their Region to assist them with their responsibilities.

##### **15.02 Desired background/capabilities**

- A.** In anticipation that the Chapter Advocate position is a training ground for future District Officers, it is desirable that these appointments be recent Past Chapter Officers who have shown good leadership within their chapters.
- B.** All appointments shall be approved by the District President and/or District President elect.
- C.** Willing to carry out the duties and responsibilities in their designated area as defined by the Vice President of the Region.

D. Willing to create, experiment and take chances.

### **15.03 Duties**

- Help assigned chapters develop their mission statement, establish and meet objectives.
- Be a resource to their chapters.

### **15.04 Training and responsibilities**

- Attend the District annual Leadership Training Academy School.
- Be assigned a minimum of two (2) Chapters by the Region Vice President.
- Develop an ongoing and positive relationship with assigned Chapter leadership.
- Assist Chapter leadership in planning and goal-setting and work to help the chapter accomplish defined goals.
- Provide long term support and training leaders in understanding and fulfilling the purpose and mission of the chapter.
- Minimum of two (2) Chapter visits during the year.
- Phone and/or Email contact a minimum of 6 times during the year.
- Provide an Email report to the Region Vice President after each chapter contact.
- Maintain a file of reports for all assigned chapters.

### **15.05 Mandatory Reports**

- A summary on line or written report due: April 1<sup>st</sup> and September 15<sup>th</sup>.
- Reports and/or requests for assistance to any District Officer as the occasion arises.

### **15.06 Expenses**

Chapter Advocates shall be allowed expenses incurred in the proper discharge of their duties, as the treasury permits and within the confines of the district budget, as follows:

#### **A. Travel:**

\$ .30 per mile per itemized trips for visitation of assigned Chapters, LTA, or when requested to attend meetings by the District President.

#### **B. Telephone, Postage, Office Supplies:**

As documented by receipts.

#### **C. Hotel/Motel**

Only when advance permission is received from the Region Vice President.

**D. All claims for expenses** shall be submitted to the Region Vice President for approval, provided reports have been filed, the Region Vice President shall then submit them to the District Treasurer for payment.

## **ARTICLE XVI**

### **COMMITTEES - FUNCTIONS**

#### **16.01 Standing Committees - Functions**

Standing committees & functions of the District shall be: B.O.T.Y., Budget & Finance,

Chapter Support & Development, Contest & Judging, Directory, District Publication, Ethics, Events, Financial Development, Financial Review, Governance & Bylaws, Hall of Fame, Historian, Innovation and Technology, Leadership Training Academy/Chord College, Marketing & PR, Nominating, Web site and Youth in Harmony. The President shall annually confirm with and reappoint and/or appoint a new Committee Chair for all Committees except BOTY and Hall of Fame.

#### **16.02 Special Committees**

The President may appoint such special committees from time to time as deemed necessary.

#### **16.03 Expenses**

In the proper discharge of their office, District committees/functions shall be allowed expenses incurred, as the treasury permits and within the confines of the budget as defined in Article XIII.

#### **16.04 BOTY Committee**

A Committee consisting of past winners of the District B.O.T.Y. award shall set up standards on which such an award is based, and shall annually select one (1) member of the District to be known as the Barbershopper Of The Year. The recipient shall receive a bow tie bearing the letters "LOL BOTY" and the year in which the award is received together with a lapel pin and a plaque. The Chair of the Committee shall be a past recipient of the BOTY award.

#### **16.05 Budget & Finance Committee**

- Develop the annual District Budget.
- Monitor the monthly financial report and identify account variances compared to budget and advise District Board of problems and/or flagrant violations.
- Assist District Treasurer as requested in accounting practices to adhere to District Policy and IRS.

#### **16.06 Chapter Support & Development Committee**

Duties and responsibilities include:

- Coordinate and maintain and effective Chapter Advocate program and evaluation of chapters in the District.
- Based on requests assign coaches for Take The Coaching To The Chapter.
- Assign evaluators for the Standing Ovation program.

#### **16.07 Contest & Judging Committee**

The Committee shall consist of the Director of Contest & Judging as Chair and such additional committee members as deemed necessary by the Director of Contest & Judging to successfully fulfill the duties of the C&J Committee as defined in Article 4.01.

The Director of Contest & Judging and C&J committee members together with the Contest Administrator(s) shall be responsible for the overall operation of the contests. The Director C&J when performing the duties and responsibilities as defined and/or when overseeing and coordinating these contests shall be reimbursed expenses for travel and actual hotel.

### **16.08 District Publication Committee**

The Chair of the committee shall be known as the Editor and be responsible for the preparation, printing, and distribution of the District's official publication, the PITCH PIPER, on a regular schedule as directed by the Board of Directors. A copy of each issue of the PITCH PIPER shall be sent to each member of the District.

### **16.09 Events Committee**

The Events Team shall consist of the following and such additional committee members as deemed necessary to fulfill the obligations of holding successful district conventions, division contests and such other events within the district.

#### **A. Director of Events**

- a. After reviewing potential sites and based on established prerequisites, recommend to the House of Delegates for its consideration and awarding sites for future District Conventions at least two years in advance.
- b. Approve the Host Chapter Convention chair at least one year in advance of the convention and maintain a file, including a budget one year in advance of the convention.
- c. Perform such other duties as described in Article 4.02 of these Policies.

#### **B. Contest Operations Manager**

1. Together with the Host Chapter shall be responsible for the overall operation of the contest. This shall include overseeing and coordination in accordance with the contest manuals, setting of stage, sound, lights and communication system of the contest site at the spring and fall District contests.
2. At District contests in cooperation with the Asterisk Judge and District Director C&J assure the contest sound and lighting is set at the optimum level for both the Judges and audience.
3. When performing these duties and responsibilities at these contests shall be reimbursed as defined in Policy 13.07.

#### **C. Stage Manager**

1. At District contests, oversee all backstage operations and make final check that the stage is ready for the next contestant.
2. Maintain security so only authorized personnel are permitted backstage.
3. Assist contest MC regarding who the next contestant is during the contest.
4. Coordinate with the judges, video operator, and the next contestant, that everyone is ready and then advise the MC to announce them.
5. When performing these duties and responsibilities at these contests shall be reimbursed as defined in Policy 13.07.

### **16.10 Financial Development Committee**

- A. The Committee is comprised of the following sub-committees:
- District YIH Fund Chair
  - Presidents Council & Ambassador of Song Chair
  - Endowment Chair

- Grants Consultant
- B. Raise funds for special projects, goals and initiatives as established by the District Board to include:
  - Financial support of a LO'L District YIH Quartet to the Youth Quartet Festival (YQF)..
  - Sponsorship of a LO'L District YIH chorus to the YCF, or if none, then sponsorship of a non-District YIH chorus to the Youth Chorus Festival.
- C. Serve as an extension of the Society staff in the planning, implementation and evaluation of Society fund raising programs for the benefit of the Chapters, District and Foundation.
- D. In cooperation with the YIH committee in raising funds for the YIH workshops sponsored by the Land O'Lakes District and/or its Chapters.
- E. Serve as an extension of the Society staff in support of the Sing Canada Harmony program.
- F. Assist chapters in learning of and applying for grants from foundations, government organizations and other sources.

### **16.11 Governance and Bylaws committee**

Prerequisites for members:

Member in good standing in a LO'L chapter.

Must have served on the District Board of Directors or have a background in law such as a practicing or retired attorney, corporate counsel or have corporate experience.

Composition: Five members, appointed annually.

- A. Provide counsel to the District Board and its committees on all matters pertaining to the Bylaws and District Policies.
- B. Prepare and present to the Board and/or House of Delegates any changes to the Policies and/or Bylaws.
- C. The Chair of the Governance and Bylaws Committee shall present any known Policy changes to the District Board by mail or Email at least 10 days before the meeting at which they are to be acted upon.

### **16.12 Hall of Fame Committee**

The Committee shall consist of four (4) past winners who are active members of District Chapters and who reside in the District. The Committee shall set up standards to give recognition to those who have made exceptional, long standing, unselfish, dedicated and devoted contributions to the District, Chapter and Society. Presentation is to be made at the fall District convention and each inductee is to receive a wall plaque and lapel pin. The Chair of the Committee shall be a past recipient of the Hall of Fame award.

### **16.13 Innovation and Technology Committee**

Statement of Purpose

The purpose of the Innovation and Technology committee is to consult on the Districts overall capabilities and strategic direction in matters of technology and innovation that could have significant impact on District members, District operations and pursuit of the Districts strategic goals. The Committee is not a standing committee of the Board, but is an ad hoc committee formed to explore the issues of particular interest to the Board as described in this charter. The Board will periodically review the need to continue.

### Composition and Operation

The Committee shall be comprised of at least three members, a majority of whom shall have innovation, technological or engineering experience. The Committee Chair who shall be selected by the Board is responsible for the leadership of the Committee including preparation of meeting agendas. The Committee shall meet as often as it deems necessary in order to perform its responsibilities. The Committee shall keep records of its meetings as it deems appropriate and the Committee Chair shall report regularly to the board on its activities.

### Duties and Responsibilities

In furtherance of the purposes described above, the Committee shall:

- Provide guidance on the Districts technology, innovation strategy and approach in view of the Districts strategies and plans
- Review the Districts technology capabilities to assess compatibility with short-term and long-term needs and goals.
- Assist the Board in oversight of the Districts investments in technology.
- Identify and assess trends that could significantly affect the District.
- Meet with the Board and other committee members as necessary to assist the Committee in carrying out its duties.
- Review and provide guidance on other technology-related issues of importance to the district as the Board may from time to time prescribe.

### **16.14 Leadership Training Academy/Chord College Committee**

Duties and responsibilities include:

- Organize and manage the District Leadership Training Academy/Chord College to include:
  - a. Venue/site selection at least 2 years out.
  - b. Contracts with College & Hotels.
  - c. Select Faculty.
  - d. Determine classes to be offered.
  - e.. Assist in curriculum of classes.
  - f. Operation of the school.

### **16.15 Marketing & Public Relations Committee**

The Committee shall consist of a Chair and such other members with duties of:

- Ensure the District, its Chapters and Quartets have marketing image and awareness building tools to increase market impact.
- Provide information to chapters for improving public awareness and appreciation of the Society through support of the unified service projects and local charities.

### **16.16 Nominating Committee**

The Nominating Committee appointed by the President shall consist of 4 members who are Past District Presidents, past District officers, members of the House of Delegates, or other District members, and who are active in chapters in the District. A majority of the members of the nominating committee shall be past District officers and all members shall be required to have demonstrated knowledge of District affairs and experience in the governance of the



District. To ensure continuity one (1) new member shall be appointed each year for a four year term. The member serving the last year of their four year term shall become the Chair for that year.

The Nominating Committee shall review job descriptions, current or past performance of the prospective candidates, their leadership qualities, barbershop experience and other qualifying experiences to determine their ability to function as a team member. They shall present a slate of eligible candidates (at least one for each elective office) September 1 annually.

Upon submission of the slate to the District Secretary, Official Call, District President and its release for publication in the Pitch Piper, the responsibility of the committee is ended for that year.

#### **A. Nominations from the Floor**

Nominations for any position of District Officer or District Board of Directors may be made from the floor by any delegate provided that consent has been obtained from the proposed nominee and has notified all delegates in writing at least 10 days in advance of the meeting of their intention to make such nomination.

#### **16.17 Youth in Harmony**

The Committee is comprised of a Chair and such other committee members as deemed necessary to carry out the goals and objectives of the District.

- Promote District supported Youth activities and services within the District, which are intended to improve and expand the musical knowledge and performance abilities of School and College-aged youth.
- Assist Chapters in establishing Youth in Harmony Programs and in their efforts of holding YIH workshops.

#### **16.18 Other Committees**

Other committees shall have such powers and duties normally associated with the function of such committees within the Society or as assigned by the President, Board of Directors or House of Delegates.

### **ARTICLE XVII**

#### **ALL CONTESTS - GENERAL**

These policy statements are not meant to usurp the authority of the Society Contest and Judging Committee. Policies not covered by this statement shall be referred to the Society Contest and Judging Handbook.

*NOTE: During the changes described the Director of Contest & Judging in cooperation with the Director of Events is authorized to make changes as necessary that are in the best interest of the District and the competitors.*

#### **17.01 Conduct of Contests**

All contests shall be conducted, operated and judged in accordance with the current Barbershop Harmony Society Chorus/Quartet rules, regulations and District Policies.

### **17.02 Venue Access**

All contests shall be held indoors at facilities that comply with the Americans with Disabilities Act.

### **17.03 Contest Clarification**

Effective with the Society decision to embrace Everyone in Harmony, the Land O'Lakes District will hereafter hold the following contests: (1) Men's Chorus; (2) Men's Quartet; (3) Mixed Chorus; (4) Mixed Quartets; (5) Women's Quartets; and the Society required International Preliminary contests for Quartets and Choruses.

### **17.04 Eligibility**

All competitors competing with a Chorus or Quartet in a Land O'Lakes District or Int'l Prelims Contest shall hold a current membership in the Barbershop Harmony Society, a Chapter within the LO'L District including the LO'L Frank Thorne Chapter. However, Quartets may have a maximum of two (2) members holding Society membership in a Chapter in another District within the Society. Per Society rules members holding only a Society membership are not eligible to compete.

### **17.05 Qualifying Scores**

All Choruses and Quartets who scored 65.0 or better at the 2019 fall contest are pre-qualified to enter the 2020 fall District contests. All other Choruses and Quartets wishing to enter the Fall District contest may do so by submitting an entry on Barberscore.

### **Sub-section I - CHORUSES**

#### **A. Choruses General**

1. Effective with the 2020 contest year, all choruses singing 65.0 or better in the 2019 Fall District contest are pre-qualified to enter the 2020 fall District contest.
3. All other choruses wishing to enter the District fall contest may do so by submitting their entry on Barberscore.

### **Sub-section II - QUARTETS**

#### **A. Quartets General**

1. Effective with the 2020 contest year all quartets scoring 65.0 or better in the 2019 Fall District contest are pre-qualified to enter the 2020 fall District contests.
2. All other quartets wishing to compete in the 2020 District fall contest may do so by submitting their entry on Barberscore.
3. Should the number of Quartets exceed the C&J contest rule of not more than 25 quartets in a single session the quartets who did not achieve 65.0 in the previous fall contest may be moved to an afternoon session.

#### **B. Contest sessions**

1. The District Quartet championship and the International Preliminary Quartet contests are two (2) session events (2 songs in 2 separate events). All other Quartet contests are single session events including: Novice, Seniors, Seniors Int'l Prelims, Mixed, Men's, Women's, etc..

### **17.06 Judging Panel(s)**

- A. Judging panels for District level contests shall be selected by the Society Contest and Judging Committee.

### **17.07 Event - Date and Awards**

- A. The Chair of the Events committee shall recommend to and the House of Delegates shall award District Convention sites two (2) years in advance. The Director of Events shall approve the Host Chapter Convention Chair at least one year in advance.

#### **2. Fall District Quartet contests**

- a. District Quartet Contest -
  - Champion - (Gold) Plaque and traveling trophy
  - 2<sup>nd</sup> place - (Silver) Certificate
  - 3<sup>rd</sup> place - (Bronze) Certificate
- b. District Novice Quartet Contest - Champion plaque and traveling trophy
- c. District Seniors Quartet Contest - Champion plaque
- d. Seniors Int'l Preliminary Contest - No awards
- e. Five (5) Division Quartet Champions - Division Champion plaque

#### **3. Fall District Chorus contest**

- a. International Preliminary Chorus Contest - No awards
- b. District Chorus Champion - Plaque and traveling trophy
- c. Plateau Chorus Champion - Plaque
  - Note: Plateaus are based on chapter membership as of 12/31 of previous year:
    - A - Chapter membership 39 or less
    - AA - Chapter membership 40-75
    - AAA - Chapter membership 76 or more
- d. District Most Improved Chorus - Plaque (to qualify a chorus must have competed in the previous years contest.
- e. Division Chorus Champion - Certificate

### **17.08 Judges Expenses**

- A. Judges expenses for the International Quartet Prelims will be paid by the District Treasurer including; travel, lodging and meals. Host Chapters for these contests will pay local expenses and submit to the District Treasurer for reimbursement.
- B. Judges Expenses for the fall District contest are paid by the Host Chapter from revenues from the convention.
- C. Individual judges expenses shall be submitted on a C&J expense voucher to the Director of Contest & Judging and then paid by the Host Chapter. The Host Chapter is reimbursed by the District Treasurer for the spring contest, and fall contest expenses are paid from revenues from the convention.
- D. Registration badges shall be provided at no cost for each panel member and an accompanying family member to all convention events.

- E. Primary Contest Administrator(s) who provide their own computer equipment shall be reimbursed the sum of \$100.00.
- F. Guest Panel members may be included, cost free, at judges meals provided by the convention.

**17.09 Draw for order of appearance and/or staging District Quartet & Chorus.**

- A. To be included in the draw Quartets and Choruses must submit an entry on Barberscore:
  - 1. Fall contest Barberscore entries are due by September 1<sup>st</sup> preceding the Fall contests.

**B. Choruses**

- 1. A two level draw shall be utilized in the chorus contest to minimize the number of riser changes during the contest.
- 2. The first draw will determine the order in which each riser configuration shall appear. The riser configurations shall be 5, 7 or 9 sections of risers.
- 3. The second draw will determine the order of the chorus singing appearance within each of the above mentioned riser configurations.
- 4. The number of risers each chorus requires shall be determined by their request submitted to the Director Contest & Judging by September 1<sup>st</sup> preceding the fall contest, either on their Barberscore entry or in writing.
- 5. The Host Chapter Chorus may request to sing in the contest; first, last or luck of the draw.
- 6. Any Chorus may request to sing first or last within each riser configuration grouping. This request must be made at the time of their riser request. If more than one chorus makes such request, a second drawing will be held to determine the order.

**17.10 Clarification of Quartet Classification**

- A. **Novice Quartet** - A quartet shall be defined as a Novice Quartet if the quartet: (1) Does not contain more than 2 members who in any previous quartet or quartets have competed in any District Quartet contest, District Novice Quartet contest, District Seniors Quartet contest, and/or International Preliminary Quartet contest.
- B. **Seniors Quartet** - A Seniors quartet is defined as all members being 55 years of age or older and the accumulated ages must equal 240 years or more. These requirements must be met on the basis of birthdays reached on or before the date of the Int'l Seniors contest held at the following Society Mid-Winter contest.
- C. **District Quartet** - To be eligible to receive LO'L District awards, quartets must have a minimum of 2 members who reside within the District and/or whose primary membership is with a LO'L District Chapter or the LO'L Frank Thorne Chapter.
- D. **Mixed Quartet** - Quartets to receive LO'L District awards must have a minimum of 2 members who reside within the District and/or whose primary membership is with a LO'L District Chapter or the LO'L Frank Thorne Chapter.
- E. **Women's Quartets** - Quartets to receive LO'L District awards must have a minimum of 2 members who reside within the District and/or whose primary membership is with a LO'L District Chapter or the LO'L Frank Thorne Chapter.

## ARTICLE XIIX

### DISTRICT CONTESTS AND INT'L PRELIMS

#### 18.01 District Contests

- A. Contests held in conjunction with the Fall Convention shall be:
1. District Quartet Championship
  2. District Novice Quartet Championship
  3. District Seniors Quartet Championship
  4. International Preliminary Seniors Quartet Contest
  5. International Preliminary Quartet Contest
  6. International Preliminary Chorus Contest
  7. District Chorus Championship
  8. District Individual Plateau Chorus Championships
  9. District Most Improved Chorus Championship
- C. To be eligible to sing on stage all competitors in a District level contest must purchase an All Events Registration (Ref, Society Contest rules).

#### 18.02 District Tickets/Registration (Policy 19.04)

#### 18.03 District Finance split (Policy 19.02)

#### 18.04 District Quartet Contest

- A. The contest shall be open to all Quartets which have scored 65.0 at the previous fall contest and/or any Quartet wishing to enter the contest.
- B. Contestant Entry forms (Barberscore) must be received by the Director C&J by September 1<sup>st</sup> prior to the contest.
- C. A quartet shall compete with the same four (4) members in both the semi-finals and the finals round in a contest.
- D. Awards shall be presented to the three (3) highest scoring quartets in the contest, with the highest scoring declared the District Quartet Champion.
- E. Quartets to receive LO'L District awards must have a minimum of two (2) members who reside within the District and/or who's primary membership is with a LO'L District Chapter or LO'L Frank Thorne Chapter.

#### 18.05 District Novice Quartet Contest

- A. Description of Novice (Policy 17.10)
- B. The Novice Quartet contest is held in conjunction with the Fall District Quartet Contest semi-finals. By definition, it is a single session event. The Novice Quartet achieving the highest score in this contest shall be declared the District Novice Champion.

### **18.06 Seniors Quartet Contest Fall**

#### **A. Description of Seniors (Policy 17.10)**

**B.** By definition, the District Seniors Quartet contest and the District International Seniors Preliminary Quartet contest are individual (separate) contests and are single session events, held in conjunction with the Fall District Quartet contest semi finals on Friday night.

#### **C. District Seniors Quartet Contest**

1. Shall be held on Friday night in conjunction with the Fall District Convention.
2. This contest shall be conducted in accordance with the Society Official Quartet Contest rules and is open to all Seniors Quartets which have not previously won the LO'L District Seniors Championship and/or the Int'l Seniors Quartet contest.
3. The LO'L District Seniors Quartet Championship award shall be given to the highest scoring quartet in the LO'L District Seniors Quartet Contest.

#### **D. District Seniors International Preliminary Quartet Contest.**

1. Shall be held in conjunction with the Fall District Quartet contest semi-finals on Friday night.
2. This contest shall be open to all LO'L District Seniors Quartets including all past LO'L District Seniors Quartet Champions provided they have not won the International Seniors Quartet Championship..
3. Seniors Quartets wishing to compete ONLY in the Seniors International Preliminary Quartet contest may do so by submitting their entry on Barberscore by September 1<sup>st</sup> prior to the contest.
4. The highest scoring Seniors Quartet in the Int'l Seniors Preliminary contest shall represent the LO'L District in the Int'l Seniors Quartet Contest at the next Mid-Winter.
5. No District awards are given for the Int'l Seniors Quartet Preliminary Quartet contest.

### **18.07 District Chorus Contest**

**A.** The contest shall be open to all choruses provided they have not placed first in the Int'l Chorus Contest in the past two (2) years.

**B.** Contestant Entry forms (Barberscore) must be received by the Director C&J by September 1 prior to the contest.

**C.** All participants in a competing chorus, including director(s), must be members in good standing of the Barbershop Harmony Society and the chapter which they are directing.

**D.** Chorus contest staging and order of appearance. (Policy 17.09)

**F. Chorus Plateaus (Policy 17.07)**

**F. District Awards shall be presented to:**

- District Chorus Champion - highest scoring chorus
- All Plateau Champions - highest scoring chorus in their plateau
- Most Improved Chorus - to qualify a chorus must have competed in the District Chorus Contest the previous year.

**ARTICLE XIX  
DISTRICT CONVENTIONS**

**19.01 Dates**

The Fall Convention is generally held on the fourth full weekend in October.

**19.02 Finance Split**

The Host Chapter shall complete a final statement and forward the same along with remittance of the appropriate finance split to the District Treasurer within 60 days following the convention.

1. Failure to file the financial statement by the Policy due date without due cause will result in the host Chapter forfeiting 10 percent of their portion of the revenue split, increasing by 10 percent each week the filing is delinquent.
2. The distributions are:
  - a. Fall Convention: 75% District, 25% Host Chapter.

**19.03 Ticket Packages and Reserved Seating**

Ticket pricing: All Events Ticket Package, Junior All Events Ticket Package and Single Event prices shall be set by the Board of Directors after receiving the recommendation of the Director of Events.

Effective January 2017 the prices are:

- All Events Ticket Package \$ 55.00
- Junior All Events Ticket Package \$ 27.50 (12 yrs and under)
- Single Event tickets \$ 20.00

**B. All Event Ticket Package and Single Event Tickets**

1. The All Events Ticket Package and Junior (12 years & under) All Events Ticket Package shall include a Convention badge, admission to all contest sessions with reserved seating and general admission to the ADC Show, Pre-Glow and Afterglow if held.
2. All Events Ticket Packages are transferable but not refundable within 30 days of the convention.
3. All Event Ticket Packages are refundable only due to health or accident of member, or immediate family member and request is made to Host Chapter within 10 days of the end of the Convention.
4. Single Event tickets are admission to that event with general admission seating only if seats are available.
5. At the Fall Convention single event tickets shall not be available until 30 days before the

start of the convention.

**C. Who Must Purchase**

1. All competitors to be eligible to sing in the Fall District and/or the International Prelims Contests must purchase an All Events Ticket/Registration (Ref Society Contest rules)
2. All persons attending a contest event included in the All Events Ticket Package shall have an All Events Package or a single event ticket with the exception of ushers and auditorium employees.

**D. Draw for Reserved Seating**

1. The first draw shall be conducted 30 days after the previous Fall Convention for individual requests received with full payment at the convention. Chorus block seating is not permitted in the first draw.
2. Subsequent draws for individual requests shall be conducted at the end of each day in which the requests with full payment are received.
3. The first draw for chorus block seating accompanied with full payment shall be conducted 60 days after the Fall Convention
4. Subsequent draws for chorus block seating shall be conducted at the end of each day in which the requests with full payment are received.

**19.05 Complimentary Tickets**

Complimentary All Event Ticket packages shall be issued to the members of the Judging panel, video taping crew and invited dignitaries at the Fall Conventions.

**19.06 Special Events**

Chapters having “special” events where a dinner or meal is served are permitted to price the food portion as a separate sale ticket which would not be included in the price of the All Events Ticket Package.

**ARTICLE XX  
SUBSIDIARIES**

**20.01 How Established**

- A. For the purpose of providing an opportunity for special interest groups within the District to meet, exchange information and undertake projects of benefit and value to the District, the Board of Directors shall have the authority, subject to the approval of the Society Board as provided in the Society By-Laws, to create, approve, supervise and control subsidiary organizations and authorize the use of a properly descriptive name for each.
- B. Groups desiring to form a subsidiary shall make written application to the District Board stating their name, purposes and proposed method of operation. The Board shall take appropriate action at its next regular meeting and shall exercise supervision and control over such groups as are approved.



### **20.02 Budget and Finance**

Each subsidiary shall annually submit a financial statement to the Society Board, and, upon request, to the District Board of Directors.

### **20.03 Membership in Subsidiaries**

Subsidiaries shall limit their membership to those who are currently paid up members of the Society.

### **20.04 By-Laws of Subsidiaries**

Changes in the By-Laws of a subsidiary organization shall not become effective until approved by the Governance & ByLaws committee acting on behalf of the Board of Directors.

### **20.05 Abolishment & Dissolution**

Any District approved subsidiary which is no longer active, or whose purposes (a) are breached or (b) become obsolete, shall be dissolved by the Board of Directors. Upon dissolution, all assets of such subsidiary, after payment of all obligations, shall be distributed to the District, to be used for District purposes.

### **20.06 Assn of District Quartet Champions (ADC)**

- A. Submit a financial statement (Balance sheet) to the District President annually.
  - B. Submit a yearly activity report to the District President.
  - C. Submit articles/activity reports in each of the District Official Calls.
  - D. Upon election submit names, addresses, phone numbers and Email address of Officers to the District Directory publisher.
  - E. ADC compensation for the annual past Champions show shall be reviewed annually by the LO'L Budget & Finance committee to determine the needs of ADC to support their operations.
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## **Revision Record**

Date revised	By Whom	Article #	Description
May 2, 2014	Dist Board	Article XIII	Chg Directors to District Board positions
October 2014	L&R Comm	- - -	Reorganized Policies into Sections
January 2015	L&R Comm	10.03,18.06 19.06	Affecting Chapter Assessments, Seniors Quartets in contests, added HF/YIH contributions, lodging reimbursement
Nov 2015	L&R Comm	15.14	Added Floor Nominations

Oct 2016	Restructure committee		Board restructured 6 VP positions eliminated and added new Chapter Support/Dvlpmnt & Education Ldrshp Trng. YIH Funding added
January 2017	L&R Comm	10.03 D	Added at Bd Mtg on May 5, 2016
October 2017	Dist Board	11.01, 14.05	Mileage reimbursement to \$.30
January 2018	Dist Board	6.08	Added refunds at District sponsored events.
May 2018	District Bd	8.03, 8.04, 17.03, 17.09, 19.04, 19.06, 19.07, 22.02, 21.06, 22.02	CJ-20 change to Barberscore, Number of Quartets at Fall Contest, Order Quartet pins, Revise Fall Convention split, ADC show fee removed., Quartets & Chorus's weather related ability to enter fall contests
October 2018	District Bd	11.03,11.04, 11.06	Specify number lodging nights for meetings
January 2019	District Bd	17.07	17.07 C-3 Removed 11 sections risers
May 2019	District Bd	12.02, 12.03 & Sec XVII	Revised Youth In Harmony sections and All Contests - General
August 2019	District Bd	III, IV, VI, VII, XVI,	Reduced Bd size, Established Regions, Established Directors, revised Committees.
October 2019	District Bd	12.01, 12.03, 18.05	Raised District dues to \$34.00, Remove 12.03, added statement to 18.05
Dec 2019	District Bd	18.05, 18.10, 19.01	Clarify contests, added female, removed District Training Team, added Innovation and Technology committee
Feb 2020	District Bd	1.05, 2.03, 13.02, 13.07, 17.04, 18.00, 19.00, 20.00	Discontinue Division contests and District Spring Convention. Added HOD mtg at Leadership Academy
March 2020	District Bd	10.01	Revise show clearance